

ORM 2014 Claims Management and Loss Prevention Services RFP Addendum #6

Section 1.2.5 Statistics Unit, Paragraph 2 changed to read:

The Unit develops quarterly reserves for each line of coverage based upon claims data from the iCE system. These reserves are validated by ORM's independent actuary. Loss triangles are developed from these final reserves for the actuary to develop the next year's monthly development factors. At the end of every fiscal year, the final reserves are developed for Losses, Allocated Loss Adjusting Expenses (ALAE), Incurred but Not Reported (IBNR) and Unallocated Loss Adjusting Expenses (ULAE).

Appendix A, Detailed Specifications, item A-1.2 changed to read:

A-1.2	Contractor's offices shall be located within the downtown or mid-city business district of Baton Rouge, Louisiana. Contractor may request, and ORM may approve, other locations. Personnel required at this office shall include supervisory, adjusting, case management, and administrative staff. The cost of the office space shall be borne by the Contractor.
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Appendix A, Detailed Specifications, item A-5.15 changed to read:

A-5.15	The state shall provide the contractor with access to Acuity, at the state's expense, for the processing of contract attorney services.
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Appendix A, Detailed Specifications, item A-23.7 changed to read:

A-23.7	Contractor should have a Disaster Recovery plan that provides for the continued operation of critical systems in the event of an interruption or degradation of service, should allow all critical computer and communication systems to be available in the event of a major loss, and should prioritize the sequence of critical systems being recovered. Disaster recovery is to take no longer than twenty-four (24) hours. The Disaster Recovery Plan should be practiced at least annually, to include restoring data from backup media to insure that restoration procedures are known and to verify the integrity of the backup media. Contractor should provide ORM with a report following each practice test to detail the results and any remedial actions taken.
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Appendix A, Detailed Specifications, items A-23.26, A-23.27, A-23.28, A-23.29, and A-23.30 changed to read:

A-23.26	The system should enable ORM to scan and store policy images (e.g., excess carriers) within the system.
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A-23.27	The system should provide the ability to maintain insurance policy data, input premium payables and receivables per policy per agency code, generate invoices, and maintain an agency contacts database.
A-23.28	Insurance policy data fields should include, at a minimum, the following: policy number, coverage type, layer type (commercial/excess/self-insured), carrier name, broker name, effective date, expiration date, and SIR/deductible. The system should provide Basic policy reports.
A23.29	For invoice generation, the system should provide an invoice report which provides the premium data per agency, per line of coverage, with a total premium computed. The invoice report should also include the agency name and address from the contact database and generate a dedicated invoice number. Premium fields should include, at a minimum, premium amount, premium invoice date, agency code, premium type (initial premium/premium adjustment/premium penalty/premium credit), premium category (invoiced/paid/budgeted), invoice number, coverage type, and a comments field to enter text comments when needed. The system should provide Invoice summary reports (by coverage line, by agency code, by date).
A-23.30	The agency contacts database fields should include, at a minimum, the following: name, title, agency, address, telephone, e-mail, agency code, contact type (budget/management/ exposure/claims). The system should provide basic contact information reports.